

Task #	WBS Code	Task Name	Task Description
1	PE	Preliminary Engineering (Put Project Name Here)	
2	PE-S	Scoping	PE-S-1 through S-24
3	PE-S-01	Managing Project Delivery	PE-S-01.01 through 01.06.05 A series of proven tools, built into an effective process, to define, develop and deliver a project on time, within budget, and according to specifications. (See Design Manual Ch 140)
4	PE-S-01.01	Consultant Administration	PE-S-01.01.01 through 01.01.04.
5	PE-S-01.01.01	RFP	Request for Proposal: A legal notice for solicitation of consulting services. See the Consultant Services Procedures Manual.
6	PE-S-01.01.02	Selection	The process of reviewing, scoring and selecting a Consultant. See the Consultant Services Procedures Manual.
7	PE-S-01.01.03	Negotiations & Signed Contract	A legally binding contract between WSDOT and a Consultant for services rendered. See the Consultant Services Procedures Manual.
8	PE-S-01.01.04	Management	The process for delivering a contracted product within the parameters of a legally binding contract. See the Consultant Services Procedures Manual.
9	PE-S-01.02	Align the Team	The process of initiating the project and aligning the participants by establishing a common understanding including a Project Vision and Team Mission. See Design Manual Ch. 140
10	PE-S-01.03	Plan the Work	PE-S-01.03.01 through PE-0S-01.03.07 See Design Manual Ch 140 for further descriptions of all elements
11	PE-S-01.03.01	WBS Development	Work Breakdown Structure (WBS) The project "to do" list -- what needs to be accomplished. The WBS is a hierarchy of subordinated tasks defined to the level of detail necessary to describe and assign them.
12	PE-S-01.03.02	Task Planning	For the lowest tier in each branch of the WBS, Task Planning defines the task scope of work, task dependencies, assigned resources, and estimates of time and cost to complete each task.
13	PE-S-01.03.03	Risk Assessment	The assessment of project risks including Identifying, quantifying, and determining a response to potential risks that might affect the scope, schedule, or budget of the project.
14	PE-S-01.03.04	Schedule Development	Developing a baseline schedule for conducting scoping of the project using the project WBS and subsequent task planning. All tasks in the project schedule will have resources assigned.
15	PE-S-01.03.05	PE Cost Estimate & Budget Preparation	The determination of how much it will cost to complete the tasks necessary for accomplishing the Team Mission. The cost estimate is a product of the resource loaded project schedule.
16	PE-S-01.03.06	Communication Plan Development	Communication, the exchange of information to the relevant parties (including ideas, expectations, goals, requirements, and status), is vital to project success. This includes communication within the project team, throughout the region and agency, and with interested/involved "outside" parties, including the general public. A specific communication plan - including requirements and a distribution structure (who needs to know what, when, and how) is an essential tool for successful project delivery.
17	PE-S-01.03.07	Change Management Plan Development	Development or adoption of a framework for decision making when potential change is encountered during the project.
18	PE-S-01.04	Endorse the Plan	A proactive action by the project manager, team, sponsor, and customers demonstrating buy-in and commitment to the project work plan. (See Design Manual Ch 140)
19	PE-S-01.05	Work the Plan	PE-S-01.05.01 through PE-S-01.05.05 See Design Manual Ch 140 for further descriptions of all elements
20	PE-S-01.05.01	Scope Management	Active management and control of the scope of the project and thus the team's work.
21	PE-S-01.05.02	Schedule Management	Active updating and control of the project schedule including tracking actual task start, duration, and completion parameters. Project schedules will be updated frequently enough to ensure that the project delivery date shown in the schedule is accurate and can be met.
22	PE-S-01.05.03	Budget Management	Active updating and control of the project's schedule based budget.
23	PE-S-01.05.04	Communicate	Effectively exchanging the necessary information between project participants and interested parties is essential for successful project delivery. Project managers and teams apply the Communications Plan adopted for the project.
24	PE-S-01.05.05	Change Management	Active identification and assessment of encountered change using the change management plan including obtaining proactive endorsement (by the necessary authority) of changes to project scope, schedule, or budget before the change is implemented.
25	PE-S-01.06	Close the Project	PE-S-01.06.01 through PE-S-01.06.05 See Design Manual Ch 140 for further descriptions of all elements
26	PE-S-01.06.01	Customer Closure	Clarify status of final deliverables and assess project success with customers.
27	PE-S-01.06.02	Demobilize	Reassigning project staff and resources as soon as no longer necessary for project delivery.

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28	PE-S-01.06.03	Archive	Preparing appropriate project documentation for storage.
29	PE-S-01.06.04	Learn & Improve	Identifying "what went well, what didn't, and why" during the project for the purpose of building corporate knowledge.
30	PE-S-01.06.05	Reward & Recognize	Recognizing contributions of project participants and rewarding as appropriate.
31	PE-S-02	Access Determination	Determine the access control treatment appropriate for the highway. See the Master Plan for limited access highways, or the Manage Access Plan for managed access highways. These two documents will specify the access control need for your project the scoping budget should reflect access control costs. If needed, contact the Access and Hearings Unit of the Headquarters Design Office.
32	PE-S-02.01	Access Strategy Proposal	Limited Access has three levels of control - full, partial and modified. Limited Access is a property right which must be purchased. Managed Access has 5 levels of control. Roadways are classified from a Class 1 (most restrictive) through a Class 5 (least restrictive). Managed Access is not a property right, it is based upon spacing requirements. The strategy is how this project will contribute to achieving the access control specified for the route.
33	PE-S-03	Alternative Assessment	Includes identification of conceptual solutions, Transportation Demand Management (TDM), Transportation System Management (TSM), alternative modes, or capacity improvements and endorsement of selected alternatives.
34	PE-S-03.01	Preliminary Alternative Selection	
35	PE-S-04	Identify Architecture Needs	Determine appropriate architectural treatment needs.
36	PE-S-04.01	Preliminary Architectural Recommendations	
37	PE-S-06	Project Data	PE-S-06.01 through 06.07
38	PE-S-06.07	Background Data	Information about the project
39	PE-S-06.01	Aerial Photographs	Contact Geographic Services to see if they have flown the project area in the recent past
40	PE-S-06.02	Clear Zone Inventory	Form 410-026 EF is used to inventory the roadside for potential hazards
41	PE-S-06.03	Photogrammetry Data	This is an option for collecting topographical information for the project through Geographic Services
42	PE-S-06.04	Maintenance Input	Perform an onsite review with the local maintenance office
43	PE-S-06.05	Surveying Data	Perform the necessary topographical survey to allow the designers to develop the footprint of the roadway embankments
44	PE-S-06.06	As-Built Data	Research the asbuilt records to help understand what potential obstacles exist and verify existing access control.
45	PE-S-06.06.01	Verify As-Built Data	The verification of the as built data, including access control during onsite visit.
46	PE-S-07	Geotechnical Evaluations	PE-S-03.07.01 through 07.02.01
47	PE-S-07.01	Conceptual Geotechnical Report	HQ Geotechnical will provide recommendations at the conceptual / feasibility level.
48	PE-S-07.01.01	Preliminary Data to Geotech	Project design office is to provide a project description and location of work to be performed. See Design Manual Chapter 510.
49	PE-S-07.02	Geotechnical Cost Estimate & Scope	HQ Geotechnical provides a cost estimate and scope for the completion of the Conceptual Geotechnical Report. The number generated here needs to be incorporated into WBS # S-1.3.5 as a piece of the overall scoping effort.
50	PE-S-07.02.01	Preliminary Geotech Investigation & Analysis	HQ Geotechnical performs a visual walk-thru and a review of existing records, geologic maps, and so forth. Some soil borings may be drilled at this time depending upon project scope and available information.
51	PE-S-08	Hydraulics	PE-S-08.01 through 08.03
52	PE-S-08.01	Type A Project	Region scoping of large culverts, storm sewers, stormwater facilities, pump stations, and rest area modifications for water and sewage.
53	PE-S-08.02	Type B Project	Region scoping of small culverts, extending existing culverts, underdrainage systems, and minor pavement drainage.
54	PE-S-08.03	Special Project	Region scoping with technical assistance from Headquarters of new bridges, bridge scour, floodplain impacts, deck drainage, large span culverts, pumping facilities, and water supply/sewage systems for rest areas.
55	PE-S-09	Materials (Roadway)	PE-S-09.01 through 09.02
56	PE-S-09.01	Surfacing Recommendation	Preliminary recommendations for type, size, & depth of surfacing for each roadway and recommendations for rehabilitation of existing roadways
57	PE-S-09.02	Materials Source Recommendation	Preliminary recommendations whether the WSDOT owned material source has adequate quality & quantity for the project
58	PE-S-10	Partnerships	PE-S-10.01 through 10.04 A contract entered into by two or more groups.

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59	PE-S-10.01	Local Agencies Agreements/MOU's	A contract between the Washington State Department of Transportation and a local governmental agency that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.
60	PE-S-10.02	Other Agencies Agreements/MOU's	A contract between the Washington State Department of Transportation and other governmental agencies or non-governmental agencies that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.
61	PE-S-10.03	Tribal Agreements/MOU's	A contract between the Washington State Department of Transportation and a tribal government that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.
62	PE-S-10.04	Developer Agreements/MOU's	A contract between the Washington State Department of Transportation and a private developer that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.
63	PE-S-11	Public and Agency Involvement	Local agencies and the public should be notified of project scoping in their jurisdiction or area. Contact the Communications office for details.
64	PE-S-11.01	Public Involvement Plan	The level of public involvement plan needed is determined by SEPA or NEPA requirements to be met and the amount of potential impact on people, the environment and the economy. Contact the Communications Office for details.
65	PE-S-12	Railroad	PE-S-12.01 through 12.01.04
66	PE-S-12.01	Preliminary Relocation Plan	PE-S-12.01 through 12.01.04 A plan that shows railroad facility relocations/adjustments by WSDOT and needs preliminary design plans.
67	PE-S-12.01.01	Contact Railroad Companies	Inform railroad companies of an upcoming project in their area.
68	PE-S-12.01.02	Locate Existing Railroad Facilities	Confirm railroad facility locations to the level of accuracy determined.
69	PE-S-12.01.03	Conflict Identification	The process of identifying conflicts and possible conflicts.
70	PE-S-12.01.04	Relocation Schedule	Schedule showing the conflicting railroad facility relocation activities and may include work by DOT.
71	PE-S-13	Right of way	PE-S-13.01 through PE-S-13.06 Property required for a public facility. Includes square footage, access rights, and easements.
72	PE-S-13.01	Right of Entry	Field investigations, other than land surveying, that are obtrusive in nature require a Right of Entry from the property owner. RCW 47.01.170
73	PE-S-13.02	Preliminary Right of Way Needs Identified	Determination of approximately how much additional Right of Way will be needed to construct the project.
74	PE-S-13.03	Last Deed of Record/Title Reports	Legal document that defines property ownership and boundaries needed to prepare the R/W Plans.
75	PE-S-13.04	Preliminary Right of Way Opinion of Costs	Initial estimate as to what Right of Way costs will be.
76	PE-S-13.05	Cadastral (Mapping) Needs Identified	Determination of need to collect property boundary data in order to properly define the correct location of the existing Right of Way
77	PE-S-13.06	Record of Survey	Public record filed with the County Auditor used to preserve the evidence of land surveys. This content and format of records of surveys are prescribed by law.
78	PE-S-14	Roadside Restoration	PE-S-14.01 through 14.02 See Roadside Classification Plan, 1996 for further descriptions of all elements.
79	PE-S-14.01	Treatment Level Determination	Determine appropriate Treatment Level as defined in the Roadside Classification Plan, 1996, Ch 4.
80	PE-S-14.02	Restoration Estimate	Region Landscape Architects or the HQ Roadside and Site Development Unit prepares a restoration estimate which includes all costs to restore and establish a sustainable plant community per the Roadside Classification Plan, 1996, Ch 810.
81	PE-S-15	Roadway	PE-S-15.01 through 15.06
82	PE-S-15.01	Alignments	Preliminary construction centerlines for new or existing roadways in the project. See Plans Preparation Manual 460.09
83	PE-S-15.02	Preliminary Intersection Plan	Plans that are required for any increases in capacity, modification of channelization, or change of intersection geometrics, see DM 910.13
84	PE-S-15.03	Preliminary Interchange Plan	Preliminary geometric elements for interchanges on the project
85	PE-S-15.04	Preliminary Channelization Plan	Preliminary plans that show the separation of traffic movements into delineated paths of travel, see DM 910.07
86	PE-S-15.05	Preliminary Earthwork Quantities	Preliminary calculations for embankment, roadway excavation, and other earth moving volumes.
87	PE-S-15.06	Roadway Sections	Preliminary geometrics on the roadway cross section from the subgrade up to finished grade

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88	PE-S-16	Minor Safety Enhancement	Paving projects (P1) have opportunities to improve minor deficiencies as part of the preservation work. See Design Manual Ch. 410.03
89	PE-S-16.01	Spot Identification & Solution Determination	
90	PE-S-17	Structures	PE-S-17.01 through 17.02
91	PE-S-17.01	Supplemental Bridge Condition Report	A Report produced by the Bridge Office which describes the condition of the deck and general information about the structure.
92	PE-S-17.02	Structure Type, Size & Location (TS&L) Report	A preliminary report describing the type of structure which may be used along with length and width.
93	PE-S-18	Traffic	PE-S-18.01 through 18.09
94	PE-S-18.01	Accident Data	Collect accident data for preliminary traffic analysis
95	PE-S-18.02	Bus Stop Site Identification	Identify bus stop locations and preliminary review per WSDOT Transit Vehicle Stop Zone Guidelines
96	PE-S-18.03	Traffic Volumes & Movements	Collect traffic volumes and intersection turning movement counts
97	PE-S-18.04	Traffic Model	Develop traffic model for traffic analysis using current and projected traffic volumes.
98	PE-S-18.05	Preliminary Traffic Analysis Report	A report that identifies safety and/or capacity deficiencies and list of recommendations including geometric configurations and appropriate traffic control devices.
99	PE-S-18.06	Preliminary Illumination Design	Scope illumination system using appropriate design matrix and design level. Identify project specific issues and needs
100	PE-S-18.07	Preliminary ITS Design	Scope ITS system in accordance with Region ITS Implementation Plan.
101	PE-S-18.08	Preliminary Signing Design	Scope signing system using appropriate design matrix and design level. Identify project specific issues and needs
102	PE-S-18.09	Preliminary Signal Design	Scope signal system using appropriate design matrix and design level. Identify project specific issues and needs
103	PE-S-19	Utilities	PE-S-19.01 through 19.02.04
104	PE-S-19.01	Determine Level of Accuracy	A method that is used to determine the level of detail needed.
105	PE-S-19.02	Preliminary Relocation Plan	PE-S-19.02.1 through 19.01.04 A plan that shows utility relocations/adjustments by WSDOT and needs preliminary design plans.
106	PE-S-19.02.01	Contact Utilities	Contact the known utilities and notifying them of a project in the area and/or requesting their "as built" plans by either the region utilities office, PE office, or a consultant.
107	PE-S-19.02.02	Locate Existing Utilities	Confirm utility locations to the level of accuracy determined.
108	PE-S-19.02.03	Conflict Identification	The process of identifying conflicts and possible conflicts.
109	PE-S-19.02.04	Relocation Schedule	Schedule showing the conflicting utilities relocation activities and may include work by DOT.
110	PE-S-20	Value Engineering	PE-S-20.01 through 20.03
111	PE-S-20.01	VE Study	A systematic process designed to focus on the major issues of a complex project or process. It uses a multi-disciplined team to develop recommendations for the decisions that must be made. The primary focus of a Value Engineering study is value improvement. See Design Manual Section 315 for details.
112	PE-S-20.02	VE Recommendations Response	The Project Team's responses to the VE Team recommendations, which is provided to the Regional Managers for use in developing the Decision Document.
113	PE-S-20.03	VE Decision Document	A document prepared by Regional managers that includes a specific response for each of the VE team recommendations and a summary statement with a schedule for implementation. It also includes estimated costs or savings associated with the recommendations and estimated costs of implementation.
114	PE-S-21	Work Zone Traffic Control (WZTC)	The planning, design, and preparation of contract documents for the modifications of traffic patterns during construction PE-S-21.1
115	PE-S-21.01	WZTC Strategy	A conceptual plan to provide safety in a work zone for the traveling public and the workers
116	PE-S-22	Estimates & Schedules	PE-S-22.01 through 22.03
117	PE-S-22.01	PE Estimate	The estimated cost and schedule to complete the design phase of a project
118	PE-S-22.02	RW Estimate	The estimated cost and schedule to complete the right of way phase of a project. Includes all resource costs.
119	PE-S-22.03	CN Estimate	The estimated cost and schedule to complete the construction phase of a project
120	PE-S-25	Cost Risk Assessment	PE-S-25.01 through 25.03
121	PE-S-25.01	CRA workshop	Includes work to prepare for and conduct a Cost Risk Assessment
122	PE-S-25.02	Risk management plan	Use results of CRA to develop a risk management plan
123	PE-S-25.03	Performance Measure	Report on progress/status of risk management plan

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124	PE-S-23	Project Summary	PE-S-23.01 through 23.06 A document which comprises the Project Definition, Design Decisions and the Environmental Review Summary for a project
125	PE-S-23.01	Project Definition	The official document that states the purpose and need for the project and the solution of the deficiency. This is a formal document that must have Region and HQ concurrence.
126	PE-S-23.02	Design Decisions Summary	A document which is part of the Project Summary which illustrates design considerations and details about design aspects of the project.
127	PE-S-23.03	Environmental Review Summary	A document which illustrates environmental permit needs and addresses the level of environmental approval and classification of the project.
128	PE-S-23.04	Project Summary Region Approval	Date that the Region Project Development Engineer approves the Project Summary
129	PE-S-23.05	Project Summary to HQ for Approval	Date that the Region approved Project Summary is submitted to HQ Program Management
130	PE-S-23.06	Project Summary HQ Approval	Date the HQ Program Management Engineer approves the Project Summary
131	PE-S-23.07	Design Concurrence Date	Date of concurrence of the Project Summary
132	PE-S-24	Emergency Project Documentation	PE-S-24.01
133	PE-S-24.01	Disaster Damage Inspection Report	An Inspection report completed in the field on a deficiency that can be associated with a natural disaster such as earthquakes, and floods and describes the damage which occurred, details relating to the restoration of the facility (both temporary and permanent activities), and is required in order to receive federal emergency relief funds. See the Emergency Procedures Manual, M3014 for details
134	PE-S-24.02	Declaration of Emergency	A standard WSDOT form completed by the region on a deficiency that is associated with a natural disaster. This form is signed by the Regional Administrator and submitted to HQ Emergency Management Program Manager. See Emergency Procedures Manual, Chapter 4.
135	PE-S-24.03	Change Management Form	A standard WSDOT Change Management form completed for a deficiency associated with a declared emergency. The CFM is submitted to HQ Program Management.
136	PE-PS	Design-Build Project Screening	
137	PE-PS-01	Goals	
138	PE-PS-01.01	Identify Project Goals	Early identification of a set of goals used to track the desired outcomes throughout the project.
139	PE-PS-02	Risk	The identification of potential risks associated with the project used to assign responsibility for each risk area to either WSDOT or the design-builder.
140	PE-PS-02.01	Risk Allocation Matrix	Preparation of the risk allocation matrix and the determination of which party (WSDOT or design-builder) is responsible for a given risk. This also includes the determination of how far to advance the preliminary design for each technical element during development of the RFP.
141	PE-PS-02.01.01	Design Issues	Determination of design decisions and conformance to standards elements for the risk allocation matrix.
142	PE-PS-02.01.02	Force Majeure / Acts of God	Determination of the Force Majeure and Acts of God elements for the risk allocation matrix.
143	PE-PS-02.01.03	Right of Way Issues	Determination of the right of way elements for the risk allocation matrix.
144	PE-PS-02.01.04	Environmental Issues	Determination of the environmental issues elements for the risk allocation matrix.
145	PE-PS-02.01.05	Local Agency, Utility, & Railroad Issues	Determination of the local agency, utility and railroad company elements for the risk allocation matrix.
146	PE-PS-02.01.06	Differing Site Conditions / Changed Conditions	Determination of the differing or changed site conditions for the risk allocation matrix.
147	PE-PS-02.01.07	Construction	Determination of the construction elements for the risk allocation matrix.
148	PE-PS-02.01.08	Completion & warranty	Determination of the completion and warranty elements for the risk allocation matrix.
149	PE-PS-03	Benefits	
150	PE-PS-03.01	Identify Potential Benefits	This is the identification of potential benefits to be gained from using design-build contracting instead of the traditional design-bid-build process.
151	PE-PS-04	Decision Documentation	
152	PE-PS-04.01	Design Build Decision Document	The preparation and review of the document used for final approval to proceed with a design-build contract.
153	PE-PS-05	Design-Build Finance	
154	PE-PS-05.01	Design-Build Full Funding	All work involving the communication with State, Local and Federal funding sources requesting appropriation of project funding.
155	PE-D	Design/PS&E	PE-D-1 through D-38
156	PE-D-01	Project Funding	

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157	PE-D-01.01	Project Funding Approved	Official funding approval by the Region or HQ's Program Management in order to begin the design phase of a project
158	PE-D-02	Design Start Date	Milestone
159	PE-D-03	Managing Project Delivery	PE-D-03.01 through D-03.06.05 A series of proven tools, built into an effective process, to define, develop and deliver a project on time, within budget, and according to specifications. (See Design Manual Ch 140)
160	PE-D-03.01	Consultant Administration	PE-D-03.01.01 through 03.01.04.
161	PE-D-03.01.01	Consultant RFP	Request for Proposal (RFP): A legal notice for solicitation of consulting services. Please see the Consultant Services Procedures Manual M 27-50, Chapter 1 for procedures.
162	PE-D-03.01.02	Consultant Selection	The process of reviewing, scoring and selecting a Consultant. Please see the Consultant Services Procedures Manual M 27-50, Chapters 2, 3, and 4 for procedures.
163	PE-D-03.01.03	Consultant Signed Contract	A legally binding contract between WSDOT and a Consultant for services rendered. Please see the Consultant Services Procedures Manual M 27-50, Chapters 5, 6, and 7 for procedures.
164	PE-D-03.01.04	Consultant Management	The process for delivering a contracted product within the parameters of a legally binding contract. Please see the Consultant Services Procedures Manual M 27-50, Chapter 8, 9, 10, 11, 12, 13, and 14 for procedures.
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187	PE-D-04	Access Point Evaluation	PE-D-04.01
188	PE-D-04.01	Access Point Decision Report	An access point decision report for FHWA approval is required for new/reconstruction of access on Interstate highways. An access point decision report is required to be submitted to the Access and Hearings Unit of the Headquarters Design Office for new/reconstruction of access on divided state highways. See Design Manual Chapter 1425, for completing an Access Point Decision Report.
189	PE-D-05	Access Management & Control	PE-D-05.01 through 05.06 This is designing the access for abutting properties that will be provided by the project.
190	PE-D-05.01	Access Report	Acquisition is a Real Estate Services function. Transmit the Access Report to Real Estate Services.
191	PE-D-05.02	Access Report Plans	See Design Manual, Chapters 1420 and 1430 and the Plans Preparation Manual, Section 150
192	PE-D-05.03	Access Hearing Plans	See Design Manual Chapter 1430 and Chapter 2, section 210.09(4). The Plans Preparation Manual, Section 160 shows how plan sheets should be prepared.
193	PE-D-05.04	Access Hearing	See Design Manual Chapter 2, Sections 210.09.
194	PE-D-05.05	Findings & Order Package	See Design Manual Chapter 2, sections 210.11
195	PE-D-05.06	Findings & Order Adopted	See Design Manual Chapter 2, section 210.09(12).
196	PE-D-06	Environmental Documentation	Federal and State regulations require WSDOT to document the environmental impacts of a transportation project. Where appropriate, other public and governmental agencies are involved in the decision making process. National Environmental Policy Act/State Environmental Policy Act (NEPA/SEPA) If project receives federal funding, follow NEPA PE-D-06.19.01 to PE-D-06.19.05 and obtain review of proposed documentation level by FHWA. If state only funding, follow SEPA PE-D-06.19.06 to PE-D-06.19.09. See Environmental Procedures Manual, Section 411.
197	PE-D-06.03	Endangered Species Act Compliance	PE-D-06.03.01 through 06.03.01.04
198	PE-D-06.03.01	Biological Assessment	PE-D-06.03.01.01 through 06.03.01.04 'A document required for any major construction activity THAT analyzes the potential affects of the project on listed species and critical habitat and justifies a particular "effect determination". Federal agencies are responsible for evaluating impacts to listed species from all federal actions, regardless of scope. For actions other than a "major construction activity", the agency must still evaluate the potential for adverse effects and consult with the service, if necessary.
199	PE-D-06.03.01.01	Environmental Biological Assessment - NOAA Submitted	Biological Assessment submitted to National Oceanic and Atmospheric Administration (NOAA) Fisheries.
200	PE-D-06.03.01.02	Environmental Biological Assessment - NOAA Concurrence	Biological Assessment concurrence by the National Oceanic and Atmospheric Administration (NOAA) Fisheries.
201	PE-D-06.03.01.03	Environmental Biological Assessment - USFW Submitted	Biological Assessment submitted to United States Fish and Wildlife (USFW).
202	PE-D-06.03.01.04	Environmental Biological Assessment - USFW Concurrence	Biological Assessment concurrence by USFW
203	PE-D-06.03.01.05	Environmental Biological Assessment - No Effect Letter Sent	Biologicqal Assessment determines No Effect.
204	PE-D-06.19	NEPA/SEPA Compliance	PE-D-06.19.01 through 06.19.09. National Environmental Policy Act/State Environmental Policy Act (NEPA/SEPA) If project receives federal funding, follow NEPA PE-D-06.19.01 to PE-D-06.19.05 and obtain review of proposed documentation level by FHWA. If state only funding, follow SEPA PE-D-06.19.06 to PE-D-06.19.09. See Environmental Procedures Manual, Section 411.
205	PE-D-06.19.01	NEPA/ C.E. (ECS)	National Environmental Policy Act Categorical Exclusion and programmatic C.E. (Environmental Classification Summary) (NEPA C.E. (ECS))
206	PE-D-06.19.02	NEPA Documented C.E. (ECS)	National Environmental Policy Act Documented Categorical Exclusion (Environmental Classification Summary).
207	PE-D-06.19.03	NEPA Environmental Assessment	National Environmental Policy Act (NEPA) Environmental Assessment. See Environmental Procedures Manual M 31-11.

Task #	WBS Code	Task Name	Task Description
208	PE-D-06.19.03.01	FONSI Issued	Finding of No Significant Impact (FONSI) issued. A federal lead agency document presenting the reasons why a proposal will not significantly affect the environment and therefore will not require EIS documents.
209	PE-D-06.19.04	NEPA EIS or Supplement	PE-D-06.19.04.01 through 19.04.03 National Environmental Policy Act (NEPA) Environmental Impact Statement (EIS) or Supplement. Required when actions are likely to have significant impact on the environment by altering land use, planned growth development patterns, traffic volumes, travel patterns, transportation services or natural resources, or by creating public controversy. Contact Region Environmental Manager.
210	PE-D-06.19.04.04	NOI	Notice of Intent (NOI) is published in the Federal Register to begin public NEPA process. Official start date of document production.
211	PE-D-06.19.04.01	DEIS	Draft Environmental Impact Statement (DEIS) and commitment file circulated. The DEIS is the initial WSDOT project report. It identifies the alternative actions and presents an analysis of their impacts on the environment. It also summarizes the early coordination process, including scoping, and identifies the key issues and pertinent information received through these efforts.
212	PE-D-06.19.04.02	FEIS	Final Environmental Impact Statement (FEIS) and Commitment File Circulated. Contains the final recommendation or preferred alternative, discusses substantive comments received on the DEIS, summarizes citizen involvement, and describes procedures required to ensure that mitigation measures are implemented.
213	PE-D-06.19.04.03	ROD	Record of Decision Issued (ROD) - A document prepared by the federal lead agency after an EIS has been completed, outlining the final decisions on a proposal. It identifies the decision alternatives considered, measures to minimize harm, and a monitoring or enforcement program.
214	PE-D-06.19.05	NEPA re-evaluation	Re-evaluation of Environmental Assessments and Environmental Impact Statements if no action is taken on the project for 3 years or substantial change to the scope results in a loss of validity of determinations.
215	PE-D-06.19.06	SEPA C.E.	State Environmental Policy Act Categorical Exemption (SEPA C.E.) A type of action that does not significantly affect the environment.
216	PE-D-06.19.07	SEPA Checklist/DNS	State Environmental Policy Act (SEPA) Checklist/Determination of Non-Significance (DNS) The written decision by the Region Administrator, or designee, that a proposal will not have a significant impact and no EIS is required or that significant impacts may occur and therefore Determination of Significance is published.
217	PE-D-06.19.08	SEPA EIS or Supplement	State Environmental Policy Act (SEPA) Environmental Impact Statement (EIS) or Supplement. Required when actions are likely to have significant impact on the environment by altering land use, planned growth development patterns, traffic volumes, travel patterns, transportation services or natural resources, or by creating public controversy. Contact Region Environmental Manager.
218	PE-D-06.19.09	SEPA Adoption	State Environmental Policy Act (SEPA) Adoption. NEPA document adopted to meet the requirements of SEPA. See Environmental Procedures Manual, Section 411.04.
219	PE-D-06.20	Discipline Reports	PE-D-06.20.01 through PE-D-06.20.17
220	PE-D-06.20.01	Air Quality Analysis & Report	An analysis of whether or not the project conforms to the Clean Air Act and the State Clean Air Conformity Rule. See Environmental Procedures Manual M31-11 Section 425.
221	PE-D-06.20.02	Critical Areas Analysis	Analysis of local critical area ordinances to identify/avoid impacts to critical areas, including wetlands, aquifer recharge areas, wellhead protection areas, frequently flooded areas, geographically hazardous areas, fish and wildlife habitat, and conservation areas.
222	PE-D-06.20.03	Energy Analysis	Identification of direct and indirect energy consumption sources in the study area including evaluating total energy consumption including vehicle fuel use, electrical energy, natural gas, and other identified energy sources relative to a no-build alternative. Mitigation – Identify potential mitigation measures. See Washington State Environmental Policy Act Rule. See Environmental Procedures Manual, Section 440.
223	PE-D-06.20.04	Fish, Wildlife, & Habitat Analysis & Report	Identification of fish and wildlife species and their habitats within the project; and potential impacts to them. See Environmental Procedures Manual, Section 436.
224	PE-D-06.20.05	Hazardous Materials Analysis & Report	This report is an identification survey of hazardous materials sites or actions, analyzing the affects within the project corridor. A comprehensive investigation will include visual observation, a regulatory database search, and a historical records search. Specific recommendations for an increased level of investigation on identified parcels are required. A discussion of liabilities and mitigation options is also required. See Environmental Procedures Manual, Section 447.

Task #	WBS Code	Task Name	Task Description
225	PE-D-06.20.06	Cultural, Historic, and Archeological Resource Report	A report detailing affected environment, identifying cultural and historical resources of the area, per Section 106 includes documentation of contact with local Tribes and any interests may need to be initiated, evaluation of potential impacts on archaeological sites that are listed, or appear eligible for listing, in the National Register of Historic Places and/or in State SHPO files, and Mitigation – Specific recommendations for protecting historic/archaeological resources as well as the need for any future studies. See Environmental Procedures Manual, Section 456.
226	PE-D-06.20.07	Land Use Analysis & Report	A report of the Affected Environment – Identifying land use patterns in the vicinity of the project alternatives from community land use and zoning documents, from field observations and ensuring conformity with local comprehensive plans. See Environmental Procedures Manual, Sections 450 & 451.
227	PE-D-06.20.08	Noise Analysis & Report	A report of the affected environment – Considering the noise impacts of roadway operation for the expected future year sound levels in the adjacent residential neighborhoods. Discussing applicable policy in conformance with FHWA. Identifying appropriate mitigation strategies and the likely effect of these measures on reducing sound impacts. See Environmental Procedures Manual, Section 446.
228	PE-D-06.20.09	Section 4(f) & 6(f) Evaluation	Section 4(f) Evaluation - Public Lands - A document presenting the consideration, consultations, mitigative measures and alternatives studied for the use of park and recreation lands, wildlife and waterfowl refuges, and historic sites of national, state or local significance. Section 6(f) - Outdoor Recreational Lands - Use of lands purchased with Land & Water Conservation Act (LWCA) funds triggers procedural and documentation requirements. See Environmental Procedures Manual, Section 455.
229	PE-D-06.20.10	Social & Economic Impacts Report	Affected Environment – Report identifying significant economic factors in the area relating to industry, employment, tax base and the like through the collection of relevant community data and existing information. See Environmental Procedures Manual, Sections 457 & 470.
230	PE-D-06.20.11	Transportation Report	A report providing full understanding of selected alternatives plus the no-build alternative, discussing traffic and transportation impacts of each alternative, allowing comparison between alternatives, and the selection of a preferred alternative, and providing a detailed assessment of the impacts and needed mitigation under each alternative. See Environmental Procedures Manual, Section 460.
231	PE-D-06.20.12	Visual Quality Report	A report of the affected environment – Identifying specific view corridors and view points, considering specifically potential visual and aesthetic impacts, and identifying potential mitigation measures should be aimed at reducing impacts through landscaping and other similar measures. See Environmental Procedures Manual, Section 459.
232	PE-D-06.20.13	Water Resources Report	A report of the affected environment that includes assembled background information used to establish a baseline assessment of existing surface water resources in relation to the proposed project and the alternatives. May also include Impacts that assess potential impacts of project components on the quality of waters associated with all surface water bodies potentially affected by the project, and identifies appropriate water quality protection and mitigation measures (including those that are part of the project design, as well as those that may be added if necessary). See Environmental Procedures Manual, Sections 431 - 433.
233	PE-D-06.20.14	Watershed Evaluation	A report of the affected environment to include assembled background information that establishes a baseline assessment of existing watershed resources in relation to the proposed project and the alternatives. This report includes: Impacts – Assess potential impacts of project components on the quality of the watershed. Mitigation – Identify appropriate watershed quality protection and mitigation measures (including those that are part of the project design, as well as those that may be added if necessary).
234	PE-D-06.20.15	Wetlands Impact Analysis & Mitigation Plan	Analysis of and plan to mitigate (sequentially avoiding impacts, minimizing impacts, and compensating for remaining unavoidable impacts) wetland areas. See Environmental Procedures Manual, Section 437.
235	PE-D-06.20.16	Geology, Soils and Topography Analysis & Report	Identification and analysis of geological structure, soils, topography, and geological faults. Analysis of potential impact on slope stability and erosion.
236	PE-D-06.20.17	Prime and Unique Farmlands Analysis & Report	The Natural Resource Conservation Service assesses the project site for prime and unique farmlands and impacts to those properties. See Environmental Procedures Manual, Section 454.
237	PE-D-06.99	Environmental Documentation Complete	PE-D-06.03 to PE-D-06.20.17. Level four summaries link as a Finish Start (FS) to this milestone.
238	PE-D-07	Maintenance Review	An onsite review of the project with maintenance to look at existing situations and any concerns about the proposed design.
239	PE-D-07.01	Maintenance Concerns Received	
240	PE-D-08	Project Data	PE-D-08.01 through 08.06
241	PE-D-08.01	Aerial Photographs	Aerial photographs of the project site.

Task #	WBS Code	Task Name	Task Description
242	PE-D-08.02	Clear Zone Inventory	The "Corrective Action" portion of Form 410-026 ensures roadside safety is addressed
243	PE-D-08.03	Photogrammetry Data	A means of collecting topographical information for the project through Geographic Services
244	PE-D-08.04	Surveying Data	All of the surveying required to complete the design of the project
245	PE-D-08.05	As-Built Data Verified	Refer to the as-built data as necessary to compliment the survey data gathered
246	PE-D-08.05.01	Verify As-Built Data	The verification of asbuilt data by performing an onsite visit.
247	PE-D-08.06	CAiCE Base File Completed	
248	PE-D-09	FHWA Financial Plan	
249	PE-D-09.01	Finance Plan	A Financial Plan is a comprehensive document that is required for Federally funded projects with an estimated total cost of \$1,000,000,000 or more that reflects the cost (requirement) and revenue structure (capability) of a project and provides a reasonable assurance that there will be sufficient financial resources available to implement and complete the project as planned. The Initial Financial Plan and each Annual Update is submitted to the FHWA Division Administrator for review and acceptance. The FHWA memorandum giving direction on finance plans with attached guidance can be found at the following website: http://www.fhwa.dot.gov/programadmin/contracts/fpgmemo.htm
250	PE-D-10	Geotechnical Evaluations	PE-D-10.01 through 10.02
251	PE-D-10.01	Geotechnical Report	PE-D-10.01.01 through 10.01.2 HQ Geotechnical Report containing geotechnical recommendations and information applicable to the project. There is a possibility of multiple reports, depending upon the scope and complexity of the project.
252	PE-D-10.01.01	Provide Project Site Data	Site information provided by the project design office (specific to the type of project) to initiate geotechnical work on a project during the design and PS&E phases. See Design Manual Chapter 510.
253	PE-D-10.01.02	HQ Geotech Cost Estimate and Scope	HQ Geotech provides a report stating the scope of the project, estimated hours and costs for the major portions of work, including field exploration, lab testing, engineering, and project documentation (reports, files, specs, and PS&E).
254	PE-D-10.02	Region Geotech Reports	Region Geotechnical Report containing geotechnical recommendations and information applicable to the project. There is a possibility of multiple reports, depending upon the scope and complexity of the project.
255	PE-D-11	Hydraulics	PE-D-11.01 through 11.03.02
256	PE-D-11.01	Type A Reports	PE-D-11.01.01 through 11.01.03 Type A Hydraulic Reports contain documentation of design for major hydraulic work. See Hydraulics Manual.
257	PE-D-11.01.01	Type A Report prepared	Project Office provides/prepares a report that documents the hydraulic elements included in the design of the project.
258	PE-D-11.01.02	Region Hydraulics Office approves the Hydraulic Report	Region Hydraulics Office reviews and approves hydraulic reports from Design Project Office for submittal to Headquarters for approval.
259	PE-D-11.01.03	Headquarters approves the Region Hydraulic Report	Headquarters approves Final Hydraulics Report.
260	PE-D-11.02	Type B Reports	PE-D-11.02.01 through 11.02.02 Type B Hydraulics Reports contain documentation of design for hydraulics.
261	PE-D-11.02.01	Type B Report prepared	Project Office provides/prepares a report that documents the hydraulic elements included in the design of the project.
262	PE-D-11.02.02	Region Hydraulics Office approves the Hydraulic Report	Region Hydraulics approves Final Hydraulics Report.
263	PE-D-11.03	Special Reports	PE-D-11.03.01 through 11.03.02 Special reports contain specialized hydraulic analysis such as bridge backwater analysis, scour and other special reports.
264	PE-D-11.03.01	Region request report from Headquarters.	Request submitted by the Design Project Office for a Special Report from the HQ Hydraulics Office.
265	PE-D-11.03.02	Special Report prepared and approved by Headquarters.	HQ approves Final Hydraulics Report
266	PE-D-12	Materials (Roadway)	PE-D-12.01 through 12.02.02
267	PE-D-12.01	Surfacing/Resurfacing Report	PE-D-12.01.01 through 12.01.03 A report that lists the recommendations for type, size, & depth of surfacing for each roadway and recommendations for rehabilitation of existing roadways
268	PE-D-12.01.01	Request Surfacing Report	Request submitted by the Design Project Office for a Surfacing Report from the Region Materials Office
269	PE-D-12.01.02	Regional Surfacing Report Submitted	The Region's recommendations submitted to HQ for review & concurrence
270	PE-D-12.01.03	Surfacing Report Approved	HQ issues a final Surfacing Report
271	PE-D-12.02	Materials Source Report	PE-D-12.02.01 through 12.02.02 A report on a specific WSDOT material source that verifies the quality and quantity of the material requested

Task #	WBS Code	Task Name	Task Description
272	PE-D-12.02.01	Request a State Materials Source	Request a Materials Source Report for the type and quantity of material needed by the project
273	PE-D-12.02.02	Final Material Source Report Approved	After checking the inventory, a final Materials Source Report is issued
274	PE-D-13	Partnerships	PE-D-13.01 through 13.04 A contract entered into by two or more groups.
275	PE-D-13.01	Local Agencies Agreements/MOU's	A contract between the Washington State Department of Transportation and a local governmental agency that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.
276	PE-D-13.02	Other Agencies Agreements/MOU's	A contract between the Washington State Department of Transportation and other governmental agencies or non-governmental agencies that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.
277	PE-D-13.03	Tribal Agreements/MOU's	A contract between the Washington State Department of Transportation and a tribal government that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.
278	PE-D-13.04	Developer Agreements/MOU's	A contract between the Washington State Department of Transportation and a private developer that includes an offer and an acceptance. Agreements are necessary to accomplish the transfer of funds into and out of state accounts for goods and services.
279	PE-D-14	Public and Agency Involvement	Local agencies and the public should be notified of projects in their jurisdiction or area. Contact the Communications office for details.
280	PE-D-14.01	Public Involvement Plan	The level of public involvement plan needed is determined by SEPA or NEPA requirements to be met and the amount of potential impact on people, the environment and the economy. Contact the Communications Office for details.
281	PE-D-15	Design Hearing	Prepare for and deliver a Design Hearing. See Design Manual, Chapter 14.
282	PE-D-15.01	Design Hearing Packet	
283	PE-D-15.02	Design Hearing Held	
284	PE-D-15.03	Design Tasks	
285	PE-D-16	Railroad	PE-D-16.01 through 16.05 Communication and tasks related to Railroads. Contact the Region Utilities Office.
286	PE-D-16.01	Existing Railroad Facilities Located	Locate existing railroad facilities in the field.
287	PE-D-16.02	Existing Railroad Facility Plan	A plan showing the location of known railroad facilities. This plan should include all additional data acquired to insure the accuracy needed for the project.
288	PE-D-16.03	Updated Railroad Facility Location plan	An update and/or enhancement of the quality of the railroad location information.
289	PE-D-16.04	Railroad Facilities Relocation Plan	PE-D-16.04.01 through 16.04.03 A plan showing railroad relocations/adjustments by DOT.
290	PE-D-16.04.01	Railroad Facility Conflict Identification	Identify railroad facility conflicts.
291	PE-D-16.04.02	Railroad Facility Conflict Correction	Resolve railroad facility conflicts.
292	PE-D-16.04.03	Relocation Schedule	Schedule showing the conflicting railroad facility relocation activities. May include work by DOT.
293	PE-D-16.05	Railroad Agreements	A contract between the Department and a railroad for work by either party where the department will receive or pay funds.
294	PE-D-17	Right of Way (R/W)	PE-D-17.01 through 17.07 Property required for a public facility, includes square footage, access rights, and easements.
295	PE-D-17.01	Right of Entry	Field investigations, other than land surveying, that are obtrusive in nature require a Right of Entry from the property owner. RCW 47.01.170
296	PE-D-17.02	R/W Plans	PE-D-17.02.01 through 17.02.02.01 HQ R/W Plans Section makes the final review and then the Plan is stamped & signed by the responsible Project Engineer. Right of Way acquisition cannot begin without plan approval. See Plans Preparation Manual (PPM) 130.09
297	PE-D-17.02.01	Last Deed of Record/Title Reports	Legal document that defines property ownership and boundaries needed to prepare the R/W Plans.
298	PE-D-17.02.02	R/W Plans	The official state document used as the basis to acquire real estate and other property rights, see Plans Preparation Manual (PPM) 130
299	PE-D-17.02.02.01	R/W Plan Submitted for Approval	R/W Plans are submitted to the Region R/W Plans Office for review and transmittal to HQ in accordance with Plans Preparation Manual (PPM) 130.08

Task #	WBS Code	Task Name	Task Description
300	PE-D-17.02.03	Sundry Site Plans	Legal Document/Right of Way Plan showing boundry of property to be acquired by WSDOT that is not adjacent to highway right of way. Typcially these would include mitigation sites, stormwater treatment areas, and maintenance sites.
301	PE-D-17.02.04	DNR Plat	Legal Document prepared by WSDOT HQ R/W Plans Office showing a survey of property to be acquired from the Department of Natural Resources - Either uplands or aquatic
302	PE-D-17.03	Monumentation Map	The official state survey document for state highway R/W alignment, see Plans Preparation Manual (PPM) 1010
303	PE-D-17.08	Record of Survey	Public Record filed with the County Auditor used to preserve the evidence of land surveys. The content and format of Record of Surveys are prescribed by law.
304	PE-D-17.09	Land Corner Records	Written record of corner information as prescribed by the Department of Natural Resources, used to perpetuate or establish land corners and their accessories.
305	PE-D-17.10	Permit to Destroy	Application made to Department of Natural Resources requesting permission to remove or destroy monuments or make them inaccessible.
306	PE-D-17.04	Project Funding Estimate (PFE)	A parcel by parcel estimate of all right of way and condemnation costs.
307	PE-D-17.05	R/W Funding Approved	Work Order set up by Program Management and authorizes funding. Notification to RES to proceed with R/W acquisition. Milestone
308	PE-D-17.06	R/W Acquisition	PE-D-17.06.1 through 17.06.07 The process of securing the property needed for highway improvements that conforms with Federal and State regulations called the Uniform Relocation and Acquisition Act. It includes, but is not limited to square footage, access rights, and easements.
309	PE-D-17.06.01	Appraisal	An analysis of real estate market used to estimate the value of the real property and the damages to the remaining property.
310	PE-D-17.06.02	Review & Determination of Value	Appraisal Review checks the accuracy of the appraisal data and the soundness of the appraisers reasoning then writes a determination of value (DV) which is the amount of money to be offered to the property owner for the property needed for the highway project.
311	PE-D-17.06.07	Deed Development	Development of legal descriptions for real property.
312	PE-D-17.06.03	Negotiations & Purchase	The formal offer to purchase, including payment and recording of documents.
313	PE-D-17.06.04	Take Possession	Tenant leases are signed, rents collected, property is secured if vacant to prevent vandalism. Demolition of improvements if needed.
314	PE-D-17.06.05	Condemnation	A judicial process to acquire property where the state has been unable to reach a settlement through negotiation. This is handled by the office of the Attorney General.
315	PE-D-17.06.05.01	Possession & Use	A regional or judicial process that grants the State the ability to possess and use the property in its construction project prior to the condemnation trial.
316	PE-D-17.06.06	Relocation	A program of benefits to assist owners, tenants, businesses, farms and non profit organizations that are being displaced by a highway project to move to replacement facilities.
317	PE-D-17.07	R/W Certification	Process to assure all right of way has been obtained and that no displace remains in the project limits. This process is required before construction is advertised for bids.
318	PE-D-18	Roadside Restoration	PE-D-18.01 WSDOT projects that disturb operational, environmental, visual and auxiliary functions (see Chapter 110 of the Roadside Manual) must be restored according to the policy set forth in the Roadside Classification Plan.
319	PE-D-18.01	Landscape Design	Landscape design and revegetation plans are required when the project disturbs the roadside. See the Roadside Classification Plan and Roadside Manual Chapter 800.
320	PE-D-19	Roadway Design	PE-D-19.01 through 19.07
321	PE-D-19.01	Alignments	Finalization of the horizontal and vertical alignments for each roadway in the project, see Design Manual Section 620 & 630
322	PE-D-19.02	Intersection Plan for Approval	A plan that address the intersection design considerations in accordance with Design Manual Section 910
323	PE-D-19.03	Interchange Plan for Approval	A plan that address the interchange design considerations in accordance with Design Manual Section 940
324	PE-D-19.04	Channelization Plan	A plan that address the channelization design considerations in accordance with Design Manual Section 910.07
325	PE-D-19.05	Earthwork Quantities	The process of finalizing the earthwork calculations for roadway excavation and embankment volumes.
326	PE-D-19.06	Roadway Sections	The process of finalizing the geometric roadway cross section from the subgrade to finish grade
327	PE-D-19.07	Roadside Safety	Address all the items on the Clear Zone Inventory and any other safety items that have been discovered including documenting a decision to fix or not
328	PE-D-20	Structural Site Data	PE-D-20.01 through 20.03 Site data to the Bridge and Structures Office may include base maps, photos, drawing or reports.
329	PE-D-20.01	Bridge Site Data	See Design Manual Ch 11

Task #	WBS Code	Task Name	Task Description
330	PE-D-20.02	Wall Site Data	Plan and profile along centerline of the wall
331	PE-D-20.03	Noise Wall Site Data	Plan and profile along centerline of the wall
332	PE-D-21	Structure Design	PE-D-21.01 through 21.11
333	PE-D-21.01	Bridge Type, Size & Location (TS&L) Design	A preliminary report describing the type of structure which may be used along with length and width.
334	PE-D-21.02	Preliminary Bridge Plan	Preliminary plan showing location, length, type of structure and estimate.
335	PE-D-21.03	Demolition Plan	Development and/or review of demolition plans .
336	PE-D-21.04	Sign Structure Design	Monotube cantilever signs and monotube sign bridges
337	PE-D-21.05	Noise Wall Design	Document/design noise walls that are non-standard or are part of a retaining wall.
338	PE-D-21.06	Retaining Wall Design	Document/design non standard retaining walls & soldier pile walls
339	PE-D-21.07	Bridge Rails/Expansion Joints Design	Document/design rehabilitation of bridge rails, expansion joints and bridge decks
340	PE-D-21.08	Other Structure Design	Document/design tunnels, approach slabs, emergency repairs and other structural design.
341	PE-D-21.09	Consultant Structural Plans Review	60%, 90% or 100% review of all structural plans produced by consultants
342	PE-D-21.10	90% Bridge & Structures Plan	90% Plans turn-in to the regions 4 weeks prior to 100% turn-in
343	PE-D-21.11	Bridge & Structures PS&E	100% Plan, Specials and Estimates ready for region 12 week review.
344	PE-D-22	Traffic Design	PE-D-22.01 - 22.09
345	PE-D-22.01	Accident Data	Validate accident data. Update / supplement if necessary
346	PE-D-22.02	Bus Stop Inventory	Design decisions . Approval, denial, or variance per engineering and traffic considerations.
347	PE-D-22.03	Traffic Volumes & Movements	Validate traffic counts. Update / supplement if necessary
348	PE-D-22.04	Traffic Model	Validate traffic model. Update/supplement if necessary
349	PE-D-22.05	Traffic Analysis Report	Finalize traffic analysis report
350	PE-D-22.06	Illumination Design	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement.
351	PE-D-22.07	ITS Design	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement.
352	PE-D-22.08	Signing Design	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement.
353	PE-D-22.09	Signal Design	Document project specific design decisions, deviations, justifications, and other approvals. Request soils investigation, foundation design, utility service agreement.
354	PE-D-23	Utilities	PE-D-23.01 through 23.05
355	PE-D-23.01	Existing Utilities Located	Locate existing utilities in the field.
356	PE-D-23.02	Existing Utility Plan	A plan showing the location of known aerial and underground utility facilities. This plan should include all additional data acquired to insure the accuracy needed for the project.
357	PE-D-23.03	Updated Utilities Location plan	An update and/or enhancement of the quality of the utility location information.
358	PE-D-23.04	Utility Relocation Plan	A plan showing utility relocations/adjustments by DOT.
359	PE-D-23.04.01	Utility Conflict Identification	Identify utility conflicts.
360	PE-D-23.04.02	Utility Conflict Correction	Resolve utility conflicts.
361	PE-D-23.04.03	Relocation Schedule	Schedule showing the conflicting utilities relocation actives. May include work by DOT.
362	PE-D-23.05	Utility Agreements	A contract between the Department and a utility for work by either party where the department will receive or pay funds.
363	PE-D-24	Value Engineering	PE-D-24.01 through 24.03
364	PE-D-24.01	VE Study	A systematic process designed to focus on the major issues of a complex project or process. It uses a multi-disciplined team to develop recommendations for the decisions that must be made. The primary focus of a Value Engineering study is value improvement. See Design Manual Section 315 for details.
365	PE-D-24.02	VE Recommendations Response	The Project Team's responses to the VE Team recommendations, which is provided to the Regional Managers for use in developing the Decision Document.
366	PE-D-24.03	VE Decision Document	A document prepared by Regional managers that includes a specific response for each of the VE team recommendations and a summary statement with a schedule for implementation. It also includes estimated costs or savings associated with the recommendations and estimated costs of implementation.
367	PE-D-25	Work Zone Traffic Control (WZTC)	PE-D-25.01 through 25.02
368	PE-D-25.01	Strategy Meeting	A meeting with the Work Zone Traffic Control (WZTC) team to discuss various traffic control strategies for the project

Task #	WBS Code	Task Name	Task Description
369	PE-D-25.02	Staging Strategy	A strategy for staging the work that is efficient, cost effective, and safe
370	PE-D-26	Design Documentation	PE-D-26.01 through 26.01.02
371	PE-D-26.01	Design Documentation Package Sent to Region	PE-D-26.01.01 through 26.01.02 A compilation of assumptions, decisions, justifications, and approvals that support the ultimate design of the project, see Design Manual Section 330.06
372	PE-D-26.02	Design Approval	An action taken to formally approve the Design (Documentation) File, see Design Manual Section 330.07
373	PE-D-26.03	Deviation & Evaluate Upgrade Approvals	An action taken to formally approve Design Variances in accordance with Section 330.06(4) of the Design Manual.
374	PE-D-27	Contract Plan Sheets Preparation	PE-D-27.1 through 27.38
375	PE-D-27.00	Contract Plan Workforce Hammock	
376	PE-D-27.01	Index	Required on all projects with 30 plan sheets or more, see Plans Preparation Manual (PPM) Section 460.02
377	PE-D-27.02	Alignment & R/W Plan	Plans that contain horizontal alignment & R/W information, see Plans Preparation Manual (PPM) Section 460.09
378	PE-D-27.03	Architecture Plan	Plans that show architectural details.
379	PE-D-27.04	Bridge Plan	Bridge plans are prepared by the Headquarters Bridge & Structures Office, see Plans Preparation Manual (PPM) Section 460.27
380	PE-D-27.05	Contour & Grading Plan	Plans that show finished ground contours, see Plans Preparation Manual (PPM) Section 460.16
381	PE-D-27.06	Detour Plan	Plans that show the route to be used as a detour while the project is being constructed.
382	PE-D-27.07	Drainage Details	Plans that show specific details required to build the drainage system
383	PE-D-27.08	Drainage Plan	Plans that show how the drainage system relates to the rest of the project, see Plans Preparation Manual (PPM) Section 460.13
384	PE-D-27.09	Drainage Profile	Plans that show the drainage system in elevation view, see Plans Preparation Manual (PPM) Section 460.14
385	PE-D-27.10	Drainage Structure Notes	Plan sheets that tabulate locations, bid items, quantities, and notes pertaining to drainage, utilities, water lines, etc., see Plans Preparation Manual (PPM) Section 460.12
386	PE-D-27.11	Illumination Plan	Plans that show street lighting, see Plans Preparation Manual (PPM) Section 460.21
387	PE-D-27.12	Irrigation Plan	These plans are developed by the Region Landscape Office
388	PE-D-27.13	ITS Plan	Plans normally developed by the Region Traffic Office that show how to construct Intelligent Transportation Systems, see PPM 460.23
389	PE-D-27.14	Landscape Plan	Plans that are developed by the Region Landscape Office
390	PE-D-27.15	Miscellaneous Plan Sheets	Plan sheets that show information that is not typically shown on any of the other contract plans
391	PE-D-27.16	Misc Details	Details that are not typically shown on other contract plans
392	PE-D-27.17	Noise Wall Plans	Plans that show the information required to construct noise walls
393	PE-D-27.18	Pavement Marking Plans	Plans that show the type and location of pavement markings for the project, see Plans Preparation Manual (PPM) Section 460.17
394	PE-D-27.19	Paving Plans	Plans that show total roadway widths to be paved, see Plans Preparation Manual (PPM) Section 460.17
395	PE-D-27.20	Quantity Tabs	Plans that tabulate quantities and identifies locations and notes pertaining to specific bid items, see Plans Preparation Manual (PPM) Section 460.08
396	PE-D-27.21	Reclamation Plans	Plans that are required on all WSDOT projects that contain a WSDOT furnished material source, see Plans Preparation Manual (PPM) Section 460.05
397	PE-D-27.22	Retaining Wall Plans	Plans that show the information required to construct retaining walls, see Plans Preparation Manual (PPM) Sections 460.20 & 750.18
398	PE-D-27.23	Roadside Plans	Landscape design and revegetation plans are required when the project disturbs the roadside. See the Roadside Classification Plan and Roadside Manual Chapter 800.
399	PE-D-27.24	Roadway Profiles	Plans that identify a change in the vertical alignment of the roadway, see Plans Preparation Manual (PPM) Section 460.11
400	PE-D-27.25	Roadway Section Plans	Plans that show the geometric roadway cross section from subgrade up to finished grade, see Plans Preparation Manual (PPM) Section 460.06
401	PE-D-27.26	Signal Plans	Plans developed by the Region or HQ Traffic Office, see Plans Preparation Manual (PPM) Section 460.22
402	PE-D-27.27	Signing Plans	Plan sheets developed in accordance with Plans Preparation Manual (PPM) Section 460.25

Task #	WBS Code	Task Name	Task Description
403	PE-D-27.28	Sign Structure Plans	These plans show the details for sign structures.
404	PE-D-27.29	Site Preparation Plans	These plans show existing topography, removal & demolition work, see Plans Preparation Manual (PPM) Section 460.10
405	PE-D-27.30	Stage Construction Plans	These plans show the different stages required to construct the project
406	PE-D-27.31	Stormwater Site Plans	A plan that shows stormwater mitigation measures. See Plans Preparation Manual (PPM) Section 750.27
407	PE-D-27.32	Summary of Quantities	These plans are a complete tabulation of all bid items and pay quantities required for the project, see Plans Preparation Manual (PPM) Section 460.04
408	PE-D-27.33	Temporary Erosion & Sedimentation Control Plans	These plans are required if the project involves land disturbance and if less than 5000 sf of impervious surface is added by the project, see Plans Preparation Manual (PPM) Section 750.27
409	PE-D-27.34	TESC Details	These plans show specific details for constructing erosion control measures
410	PE-D-27.35	Traffic Control Plans	These are site specific work zone traffic control plans, see PPM 460.28
411	PE-D-27.36	Utility Plans	Plans that are required when there is work on existing utilities as part of the contract, see Plans Preparation Manual (PPM) Section 460.15
412	PE-D-27.37	Vicinity Map	A plan sheet that is required for all projects to show the approximate location of the project on the state route, see Plans Preparation Manual (PPM) Section 460.03
413	PE-D-27.38	Environmental and/or Wetland Mitigation Plans	A plan sheet that identifies wetland mitigation.
414	PE-D-28	Contract Specifications Development	PE-D-28.01 through 28.01.04
415	PE-D-28.01	Contract Specifications	PE-D-28.01.01 through 28.01.04
416	PE-D-28.01.01	Amendments	Revisions to the Standard Specifications distributed by HQ Project Development, see Plans Preparation Manual (PPM) Section 620.01
417	PE-D-28.01.02	GSP's	General Special Provisions (GSP's) that have been written to cover legal and construction requirements that supplement or revise the Standard Specifications, see Plans Preparation Manual (PPM) Section 630.02
418	PE-D-28.01.03	Special Provisions	Special Provisions specific to the project that supplement or revise the Standard Specifications. See Plans Preparation Manual (PPM) Section 630.03
419	PE-D-28.01.04	Appendices	These are official contract documents that follow Special Provisions in the Contract Provisions.
420	PE-D-29	Construction Estimate Development	PE-D-29.01 through 29.02
421	PE-D-29.01	Engineer's Cost Estimate of Construction	An estimate used to initiate funds for the construction activity and to evaluate the contractor's bids, see Plans Preparation Manual (PPM) Section 810
422	PE-D-29.02	Working Day Estimate	Contract time determined in accordance with Plans Preparation Manual (PPM) Section A6
423	PE-D-30	Construction Easements and Permits	Easements and permits to accommodate WSDOT activities outside the right of way. See Design Manual, Section 1410.04.
424	PE-D-30.01	Construction Permits Acquired	
425	PE-D-31	Environmental Permits	PE-D-31.1 through 31.16 Identify and complete permits required for the project. Permit requirements are scoped as part of the Environmental Review Summary. See Environmental Procedures Manual M31-11 for procedures.
426	PE-D-31.01	Army Corps Sec 404/10 Permit	There are two types of Section 404/10 permits: Nationwide Permits and Individual Permits (needed if one of the nationwide permits cannot be used). Condition requiring 404/10 permits include discharging, dredging, obstructing, altering, improvement or placing fill material within waters of the United States or adjacent wetlands. Responsible Agency: Army Corp of Engineers.
427	PE-D-31.11	Coast Guard Section 9	Permission from the Coast Guard on anything that obstructs vessel passage in navigable waters.
428	PE-D-31.02	Coastal Zone Management Certification	Applicants for federal permits/licenses are required to comply with the states Coastal Zone Management Program (Shoreline Management Act). Responsible Agency: Department of Ecology
429	PE-D-31.04	HPA	Hydraulic Project Approval (HPA) A permit required for projects that use, divert, obstruct, or change the natural flow or bed of any state waters (e.g. culvert work, realignment, bridge replacement). Responsible Agency: Washington State Dept of Fish and Wildlife.
430	PE-D-31.05	NPDES & State Waste discharge	National Pollution Discharge Elimination System (NPDES) & State Waste discharge. A permit for discharge of pollutants into state waters, including wetlands and groundwater. Municipal Stormwater Discharge, Industrial Stormwater, Construction Stormwater, or Sand/Gravel permits may be required, depending on the activity. Responsible Agency: Department of Ecology.

Task #	WBS Code	Task Name	Task Description
431	PE-D-31.06	Section 401 Water Quality Certification	A federal permit/license for discharge into navigable waters. Certain Army Corp permits will require a section 401. Responsible Agency: Department of Ecology; and the Environmental Protection Agency (EPA) on federal and tribal land.
432	PE-D-31.07	Short Term Water Quality Modification	Issued for activities resulting in temporary minor increase in turbidity. Responsible Agency: Department of Ecology.
433	PE-D-31.12	Forest Practices Permit	Permit required to remove timber or convert timber land. Responsible Agency: Department of Natural Resources.
434	PE-D-31.13	Aquatic Lands Acquisition & Permit Approval	Projects involving aquatic lands contact Real Estate Services. Responsible Agency: Department of Natural Resources.
435	PE-D-31.03	Floodplain Development Permit	A permit for any structure or activity that may adversely affect the flood regime of streams within the flood zone. Responsible Agency: Department of Ecology, Cities and Counties.
436	PE-D-31.08	Critical Area Ordinance Permit	Local approval or permits may be required for projects impacting areas defined as "critical" by counties and cities under the Growth Management Act (GMA), including wetlands, aquifer recharge areas, wellhead protections areas, frequently flooded areas, geographically hazardous areas, fish and wildlife habitat, and conservation areas. Responsible Agency: Counties and Cities.
437	PE-D-31.09	Noise Variance	Construction and maintenance activities during nighttime hours may require a variance from local noise ordinances. Daytime noise from construction is usually exempt. Responsible Agency: Counties and Cities.
438	PE-D-31.10	Shoreline Permit/Exemption	Development or construction valued at \$2500 or more interfering with shorelines or water use; lakes and reservoirs over 20 acres, streams over 20 cfs, lands 200 ft. inland from Ordinary High Water mark, marshes, swamps, bogs and deltas. Responsible Agency: Department of Ecology, Cities and Counties.
439	PE-D-31.14	Tribal Approvals & Permits	Anything that tribes have delegated authority for.
440	PE-D-31.15	Miscellaneous Permits & Approvals	Examples include: Federal Aviation Administration (FAA), sole source aquifer, water use permit, etc.
441	PE-D-31.16	Hazardous Material Generation Permit	
442	PE-D-31.99	Environmental Permits Received	PE-D-31.01 to PE-D-31.16 Level 4 summaries link as a Finish Start (FS) to this milestone.
443	PE-D-32	Constructibility Reviews	
444	PE-D-32.01	Conduct Constructibility Reviews	
445	PE-D-39	Cost Risk Assessment	PE-D-39.01 through 39.03
446	PE-D-39.01	CRA Workshop	Includes work to prepare for and conduct a Cost Risk Assessment
447	PE-D-39.02	Risk Management Plan	Use results of CRA to develop a risk management plan
448	PE-D-39.03	Performance Measure	Report on progress/status of risk management plan
449	PE-D-33	PS&E Reviews	PE-D-33.01 through 33.08 Plans Specifications & Estimate (PS&E) Reviews. Check for completeness and compatibility between the Plans, Specifications and Estimate.
450	PE-D-33.01	Local Agency Review	A check of the plans, specification and estimate by a local governmental or non-governmental agency or tribal nation to ensure compliance with established agreements or memorandum of understandings.
451	PE-D-33.02	Region PS&E Review	Region Project Office submits PS&E package to Region for review.
452	PE-D-33.03	HQ PS&E Review	Region forwards PS&E package to Headquarters for review.
453	PE-D-33.04	FHWA PS&E Review	Headquarters forwards PS&E package to FHWA for review.
454	PE-D-33.05	FRA PS&E Review	Headquarters forwards PS&E package to Federal Railroad Administration (FRA) for review.
455	PE-D-33.06	Federal Transit Agency (FTA) PS&E Review	Headquarters forwards PS&E package to FTA for review.
456	PE-D-33.07	Address PS&E Review Comments	Incorporate applicable comments/changes, and respond to all reviewer's comments.
457	PE-D-33.08	Final PS&E to Region	Project Manager returns AD ready PS&E package to the Region.
458	PE-D-34	Incomplete Project to Shelf	PE-D-34.01 through 34.01.01
459	PE-D-34.01	Shelf Letter	A Memo from the Project Engineer to the Assistant Region Administrator for Project Development to formally suspend work on a project until a later date.
460	PE-D-34.01.01	Estimate to Make AD Ready	Estimate of scope, time, and cost to get an incomplete, "shelved", project ready for advertisement
461	PE-D-35	AD Ready Project to Shelf	The date that a fully designed, reviewed and permitted project goes to a holding area (called "the shelf"). This project is ready for advertisement without any further adjustments or reviews

Task #	WBS Code	Task Name	Task Description
462	PE-D-35.01	Ad Ready Letter	
463	PE-D-36	Shelf to AD Ready	This is the estimated time period to get a project ready for advertisement that was "shelved".
464	PE-D-36.01	Shelf Project is Ad Ready	
465	PE-D-37	Preparation for AD	PE-D-37.01 through 37.06
466	PE-D-37.01	Lump Sum	Calculations for determining estimate of Lump Sum items.
467	PE-D-37.02	State Materials Justification	Justification for use of State Furnished Material(s) and approval by the ASDE.
468	PE-D-37.03	Proprietary Item Approval	Prepare justification documentation to ASDEs for Approval.
469	PE-D-37.04	Proprietary Item Approved	Item approved with final PS&E to Region and a copy to job file. Milestone.
470	PE-D-37.05	Plans Signed	Sheets stamped and signed by the appropriate licensed professional in the final PS&E to Region.
471	PE-D-37.06	Ad Package to Headquarters	Final PS&E to HQ with all appropriate attachments as required on the Final Check Sheet, five(5) days prior to the scheduled Ad date.
472	PE-D-38	Contract Ad & Award	PE-D-38.01 through 38.08 Advertisement and award of construction contracts. See Ad and Award Manual.
473	PE-D-38.01	Addendum Deadline	Date addenda are due in headquarters. 14 calendar days prior to the scheduled bid opening.
474	PE-D-38.02	Construction Funding Approval	Official approval from HQ Program Management and FHWA (if federal funds are used) to move ahead with the advertisement of the construction phase of a project
475	PE-D-38.03	Printing	Reproduction and distribution of plans, specifications, and bid proposal package.
476	PE-D-38.04	Advertisement	Publishing public notice of call for bids as prescribed by statute.
477	PE-D-38.05	AD Date	Date the project is first advertised for bid.
478	PE-D-38.06	Bid Period	Public opening and reading of sealed bids
479	PE-D-38.07	Contract Award	Official notice of award of the contract to the successful bidder.
480	PE-D-38.08	Record of Materials Delivered	HQ Materials Lab Documentation Section is to provide the Project Office with the Record of Materials within 5 days of contract award.
481	PE-CD	Design-Build Contract Development	
482	PE-CD-01	Project Management	
483	PE-CD-01.01	Assign Project Team	The work of assigning the Project Team not only includes assigning but the contracting and hiring of team members, through the chartering and assigning responsibilities.
484	PE-CD-01.01.01	Align the Team	The process of initiating the project and aligning the participants by establishing a common understanding including a Project Vision and Team Mission. See Design Manual Ch. 140
485	PE-CD-01.02	Program Control	
486	PE-CD-01.02.01	Design-Build Independent Cost Estimate	Preparation and analysis of an estimate used to verify the quality of the current cost estimate and identify the risk of exceeding the available funding.
487	PE-CD-01.02.02	Program Schedule	Developing of the master schedule, design-build contract schedule specifications and procedures manual.
488	PE-CD-01.02.03	Cost Management System	Developing the requirements for the cost management of the design-build project and writing a procedures manual.
489	PE-CD-01.02.04	Configuration Change Management (CCM)	Developing the process for contracting and change management including preparation of the design-build contract specifications.
490	PE-CD-01.02.05	Document Control System (DCC)	Developing the procedures manual and design-build contract specifications for the processes project document control.
491	PE-CD-01.03	Co-Location	Preparation for and the actual relocation of staff, materials, supplies, and equipment to a centralized location including acquisition of new office space and equipment.
492	PE-CD-01.04	Respond to Requests for Information (RFI)	The process of responding to questions about the RFQ and RFP of a design-build project. Includes the preparation and implementation of a policy and Website communication.
493	PE-CD-02	Design Builder Selection	
494	PE-CD-02.01	Project Introduction	
495	PE-CD-02.01.01	Solicitation for Interest	This is the solicitation for response from those who may be interested in submitting a Statement of Qualifications. The solicitation could be in the form of advertisements in professional periodicals and journals.
496	PE-CD-02.01.02	Design Build Information Meeting	The preparation, holding and followup of the meeting to present information about the project to prospective design-builders and explain the design-build process for the project.
497	PE-CD-02.02	Evaluation Criteria	The preparation of evaluation criteria to be used for selecting the design-build contractor.
498	PE-CD-02.03	Selection Procedures	The preparation of the procedures to be used in the evaluation and selection process.

Task #	WBS Code	Task Name	Task Description
499	PE-CD-02.04	Request for Qualifications (RFQ)	The preparation and distribution of the RFQ document asking interested proposing teams to submit a statement of their qualifications pertinent to the design-build project.
500	PE-CD-02.05	Request for Proposals (RFP)	
501	PE-CD-02.05.01	Draft RFP	The preparation and distribution of the Draft Request for Proposals document.
502	PE-CD-02.05.02	FHWA Approval of Projects under \$50 Million	The preparation and approval of the FHWA Special Experimental Project-14 document. This is for projects with federal funding and are less than \$50 million.
503	PE-CD-02.05.03	Final RFP	The preparation and distribution of the Final Request for Proposals document.
504	PE-CD-02.06	Evaluation / Selection Process	
505	PE-CD-02.06.01	Technical Evaluation	The evaluation of the Technical Proposal for compliance with the contract requirements including the relevant codes and manuals.
506	PE-CD-02.06.02	Pricing Evaluation	The evaluation of the Price Proposals.
507	PE-CD-02.06.03	Award Contract	The final negotiation, award and notice to proceed.
508	CN	Construction	
509	CN-PE	Project Engineer Contract Support Activities	CN-PE-01 through PE-09
510	CN-PE-01	MPD	CN-PE-01.01 through 01.05.05 Managing Project Delivery (MPD). A series of proven tools, built into an effective process, to define, develop and deliver a project on time, within budget, and according to specifications.
511	CN-PE-01.01	Charter the Team	The process of initiating the project and aligning the participants by establishing a common understanding including a Project Vision and Team Mission.
512	CN-PE-01.02	Plan the Work	CN-PE-01.02.01 through 01.02.07
513	CN-PE-01.02.01	WBS development	Work Breakdown Structure (WBS) development. The project "to do" list. The WBS is a hierarchy of subordinated tasks defined to the level of detail necessary to describe and assign them.
514	CN-PE-01.02.02	Task Planning	For the lowest tier in each branch of the WBS, Task Planning defines the task scope of work, task dependencies, assigned resources, and estimates of time and cost to complete each task.
515	CN-PE-01.02.03	Risk Assessment	The assessment of project risks including identifying, quantifying, and determining a response to potential risks that might affect the scope, schedule, or budget of this project.
516	CN-PE-01.02.04	Schedule Development	Developing a baseline schedule for the construction administration elements of the project using the project WBS and subsequent task planning. All tasks in the project schedule will have resources assigned.
517	CN-PE-01.02.05	Budget Preparation	The determination of how much it will cost to complete the tasks necessary for accomplishing the Team Mission. The cost estimate is a product of the resource loaded project schedule.
518	CN-PE-01.02.06	Communications Plan Development	Communication, the exchange of information to the relevant parties (including ideas, expectations, goals, requirements, and status), is vital to project success. This includes communication within the project team, throughout the region and agency, and with interested/involved "outside" parties, including the general public. A specific communication plan - including requirements and a distribution structure (who needs to know what, when, and how) is an essential tool for successful project delivery.
519	CN-PE-01.02.07	Change Management Plan Development	Development or adoption of a framework for decision making when potential change is encountered during the project.
520	CN-PE-01.03	Endorse the Plan	A proactive action by the project manager, team, sponsor, and customers demonstrating buy-in and commitment to the project work plan. (See Design Manual Ch 140)
521	CN-PE-01.04	Work the Plan	PE-S-01.04.01 through 01.04.06
522	CN-PE-01.04.01	Scope Management	Active management and control of the scope of the project and thus the team's work.
523	CN-PE-01.04.02	Schedule Management	Active updating, and control of the project schedule including tracking actual task start, duration, and completion parameters. Project schedules will be updated frequently enough to ensure that the project delivery date shown in the schedule is accurate and can be met.
524	CN-PE-01.04.03	Budget Management	Active updating, and control of the project's schedule based budget.
525	CN-PE-01.04.05	Communicate	Effectively exchanging the necessary information between project participants and interested parties is essential for successful project delivery. Project managers and teams apply the Communications Plan adopted for the project.
526	CN-PE-01.04.06	Change Management	Active identification and assessment of encountered change using the change management plan developed in CN-PE-1.2.7 above. Proactive endorsement (by the necessary authority) of changes to project scope, schedule, or budget must be obtained before the change is implemented.
527	CN-PE-01.05	Close the Project	CN-PE-01.05.01 through CN-PE-01.05.05
528	CN-PE-01.05.01	Customer Closure	Follow-up with customers to clarify status of final deliverables and assess project success.

Task #	WBS Code	Task Name	Task Description
529	CN-PE-01.05.02	Demobilize	Reassign project staff and resources as soon as no longer necessary for project delivery.
530	CN-PE-01.05.03	Archive	Prepare appropriate project documentation for storage.
531	CN-PE-01.05.04	Learn & Improve	Identify "what went well, what didn't, and why" during the project for the purpose of building corporate knowledge.
532	CN-PE-01.05.05	Reward & Recognize	Recognize contributions of project participants and reward as appropriate. Reward & recognition at project closure contributes toward the success of future projects.
533	CN-PE-02	Bridge Technical Advisor	Bridge engineer assigned to be an advisor to a construction project.
534	CN-PE-02.01	Bridge Technical Advisor Assigned	
535	CN-PE-03	Geotechnical Advisor	Provides support to the Region during construction. Much like a Bridge Technical Advisor.
536	CN-PE-03.01	Geotechnical Advisor Assigned	
537	CN-PE-04	Consultant Administration	
538	CN-PE-04.01	Management of Consultant On-Call Agreement	The process of ensuring the original design consultant is available for services during construction under a legally binding agreement. See Consultant Procedures Manual.
539	CN-PE-04.02	Management of Disputes Review Board Agreements	The process of ensuring State and Third Party members of Disputes Review Board are available for services during the construction project under legally binding agreements. See Consultants Procedures Manual.
540	CN-PE-05	Qualified Tester Program	Headquarters Materials Lab program that establishes uniform testing procedures, insures that testing staff is qualified in performing the testing procedures, and provides regular review. See Construction Manual 9-5.5
541	CN-PE-05.01	Qualify Field Staff	
542	CN-PE-06	Public Outreach	The public should be notified of upcoming construction projects. Contact the Communications office for additional information.
543	CN-PE-06.01	Communication Plan Developed	
544	CN-PE-06.02	Communication with Public Completed	
545	CN-PE-07	Change Management	Active identification and assessment of encountered change using the change management plan including obtaining proactive endorsement (by the necessary authority) of changes to project scope, schedule, or budget before the change is implemented.
546	CN-PE-07.01	Changes and Issue Resolutions Documented	
547	CN-PE-08	Mapping	CN-PE-08.01 through 08.02 Mapping necessary for R/W Maintenance
548	CN-PE-08.01	Surveying	R/W research, layout and maintenance of R/W, R/W markers, and R/W controls.
549	CN-PE-08.02	Records	Actions necessary to record R/W surveying activities with local county governments and the maintenance of department R/W records
550	CN-PE-09	Conveyances & Permits	Management of Permits, easements, etc granted to WSDOT for completion of the contract work.
551	CN-PE-09.01	Permit/Easement Conditions Met	
552	CN-CC	Contract Completion	CN-CC-01 through CC-05 General Term for the various stages of contract completion
553	CN-CC-01	Substantial Completion	A Stage of completion where the contract work has progressed to the extent that the Contracting Agency has full use and benefit of the facilities. See 1-01.3 of the Standard Specifications for further details
554	CN-CC-01.01	Substantial Completion Letter Sent to Contractor	
555	CN-CC-02	Physical Completion	A stage of completion where all physical work of the contract has been completed. See 1-01.3 of the Standard Specifications for further details.
556	CN-CC-02.01	Physical Completion Letter Sent to Contractor	
557	CN-CC-03	Completion	A stage of completion that generally follows Physical completion where all administrative paperwork required by the contract has been submitted. All aspects of the work both physical and administrative are completed and the job is now ready for Acceptance by the Secretary of the Department. See 1-01.3 and 1.08.9 of the Standard Specifications for further details
558	CN-CC-03.01	Letter of Completion sent to Secretary	
559	CN-CC-04	Contract Acceptance	After all contractual obligations have been fulfilled the Department accepts the contract as complete by signature of the Secretary on the Final Contract Voucher Certification. See 1-01.3 and 1-05.12 of the Standard Specifications for further detail

Task #	WBS Code	Task Name	Task Description
560	CN-CC-04.01	Endorsement of Final Contract Voucher	
561	CN-CC-05	FHWA Stewardship Acceptance	An act of acceptance by FHWA for work completed under the contract. This Federal Stewardship action clears the way for completion of Federal funding for the contract. Refer to the FHWA/WSDOT Stewardship Agreement, Construction Monitoring Plan for further details.
562	CN-CC-05.01	Letter of Stewardship accepted by FHWA	
563	CN-EOT	Estimated Open to Traffic	The date key traffic components are open for public use.
564	CN-CS	Contractor Specific/Contract Driven Activities	CN-CS-01 through CS-02
565	CN-CS-01	Contract Administration	CN-CS-01.01 through 01.08.01 The administrative work in managing a contract towards it's completion.
566	CN-CS-01.01	Contract Execution	This is the date on which the contract between WSDOT and the contractor for completion of the work has been fully executed or signed. See 1-03.3 of the Standard Specifications for further detail.
567	CN-CS-01.02	First Chargeable Working Day	The first day that can be charged against the contract. This day is usually the 10th calendar day following execution but is also sometimes changed by Special Provision. See 1-08.5 and contract special provisions for further details.
568	CN-CS-01.03	Contract Records	Construction records that are prepared to document the completion of the contract. Some of these records include contract payments, contract materials, Correspondence, etc. See the Construction Manual for further detail on the various records kept in support of the construction project.
569	CN-CS-01.04	Contract Surveying	Survey work necessary for the layout and construction of the project.
570	CN-CS-01.05	Inspection	Inspection activities conducted by the Project Engineer and their staff to ensure the construction effort adheres to the requirements noted in the contract plans, contract provisions as well as the Standard Specifications for Road Bridge and Municipal Construction.
571	CN-CS-01.06	Environmental Review/Permits	Changes or omissions that result in impacts to the environment not already covered in environmental permits & documentation for the project.
572	CN-CS-01.07	ESA Compliance/Listing Updates	ESA listings change every 6 months, concurrence with Section 7 should be reviewed every 6 months for the life of the project.
573	CN-CS-01.08	Materials Testing & Acceptance	Construction Project Engineers actions to approve and accept materials for use in WSDOT Construction projects. See contract Provisions, Contract Plans, Amendments to the Standard Specifications, Standard Specification, and Construction Manual for specific requirements and guidance.
574	CN-CS-01.08.01	Qualified Tester Modules	A program implemented by the HQ Lab to ensure the use and understanding of national standard test procedures such as AASHTO, ASTM, WAQTC, as well as WSDOT procedures. This program uses elements of the HQ Materials Lab accreditation extending that accreditation to testing completed in field offices and on construction sites.
575	CN-CS-02	Scheduling/Workforce Leveling	A program implemented by the HQ Lab to ensure the use and understanding of national standard test procedures such as AASHTO, ASTM, WAQTC, as well as WSDOT procedures. This program uses elements of the HQ Materials Lab accreditation extending that accreditation to testing completed in field offices and on construction sites.
576	CA	Design-Build Contract Administration	
577	CA-PI	Public Information	The preparation and implementation of a public information communication plan for the design-build project.
578	CA-EO	Environmental Oversight	The work to ensure compliance with environmental requirements imposed by contract, regulation, and law. Does not include work on environmental documents, permits, and approvals done prior to award of the Design-Build contract.
579	CA-RW	Right-of-Way	The assistance, preparation, and monitoring of all project right of way and access issues after award of the Design-Build contract. Does not include work involved in the review and approval of the right-of-way plan.
580	CA-PA	Partnerships / Agreements	Work on contracts between the Washington State Department of Transportation and a local governmental agency that includes an offer and an acceptance.
581	CA-XO	Change Orders	A change order is a written order signed by the Design-Builder and WSDOT authorizing a change in the project work, adjustment to the fixed price or guaranteed schedule dates.
582	CA-TO	Document Control Oversight	Information and records tracking and management on a Design-Build project.
583	CA-U	Utilities	The identification of all private and public utilities affected by the project. Preparation, review and approval of the relocation and protection plans for all utilities impacted by the project.



Task #	WBS Code	Task Name	Task Description
584	CA-BS	Budget and Schedule	Monitoring project budget and schedule progress measured against the plan.
585	CA-R	Reporting	
586	CA-R-01	Legislative	Internal and external performance reports prepared at the request of the Legislature.
587	CA-R-02	Executive	Internal and external performance reports prepared at the request of WSDOT executives.
588	CA-R-03	Workshops	Internal and external performance reports prepared for project workshops.
589	CA-DO	Design Oversight	
590	CA-DO-01	Design File	The development and management of design work plans, over-the-shoulder reviews of design, responding to formally submitted reviews, maintaining and verifying compliance with design QC/QA, participation in the interpretive engineering decision process.
591	CA-DO-02	Deviations	The development and management of work plans ensuring compliance with the deviation approval process.
592	CA-DO-03	As-builts	The development and management of work plans resulting in the documentation of as-built drawings.
593	CA-CO	Construction Oversight	
594	CA-CO-01	Materials	Work to ensure conformance with the design-build contract standards for materials acquisition and delivery.
595	CA-CO-02	QC/QA	Work to ensure conformance with the design-build contract quality control and assurance procedures.
596	CA-CO-03	Workmanship	Work to ensure conformance with workmanship standards in the design-build contract.